

# Virginia Department of Education

*Virginia Department of Education*

## **Adult Education**

### **Adult Education Web-based Student Data System User Guide**

**Virginia Department of Education  
Adult Education Web-based Student Data System  
User Guide**

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# **Virginia Department of Education Adult Education Web-based Student Data System User Guide**

## **Introduction: Adult Education Web-based Student Data System**

### **Overview**

The Virginia Department of Education is required by federal and state laws to collect and report data on adult education programs throughout the Commonwealth. The Adult Education Web-based Student Data System is designed to provide the capability for adult education program delivery agencies to enter or upload adult education data, and to print local agency versions of state and federal reports. The entire system is accessible over the Internet, and uses highly secure encryption methodology to ensure confidentiality.

The system design includes a Web-based interface to enable agencies to enter data on classes and students in a real time environment or to batch upload class and student data exported from other data systems. Data can be entered by centralized data entry staff, and optionally, class data and hours attended can be entered in a decentralized mode by individual instructors.

### **Purpose**

This manual is designed to instruct the authorized school districts and Community Based Organizations (CBO) on how to log in and utilize the Adult Education Web-based Student Data System software. Instructions contained in this manual include logging on to the department's Web security software, Single Sign-on for Web Systems (SSWS), and performing the following functions:

- ☐ Agency set-up
- ☐ Adding students, including demographics, testing, and goals
- ☐ Adding staff and instructors
- ☐ Creating classes
- ☐ Assigning instructors to classes
- ☐ Assigning students to classes
- ☐ Recording student class hours
- ☐ Reporting
- ☐ Extracting data
- ☐ Uploading data files from other systems

### **Software / Hardware Requirements**

The Web-based software is designed to work on standard PCs, utilizing Windows 95 and later versions of Windows operating systems, or MAC operating systems. Browsers include Internet Explorer 5.5 and above or Netscape 6.2 and above.

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#### Standards

Samples of screens (“screen-shots”) are provided throughout, and any keyed instructions or keywords are printed in **bold**. Buttons are typically represented by images of the buttons found on the screens. “Screen-shots “ are based on Internet Explorer 5.5, but the functionality and steps are identical for other versions of Internet Explorer and Netscape.

#### Updates

Updates to this manual will be annotated with version numbers, with the first version numbered as **AE Web 1.0**. Changes will be annotated with a vertical bar ( | ) in the margin, and the manual will be released with changes as the software is modified.

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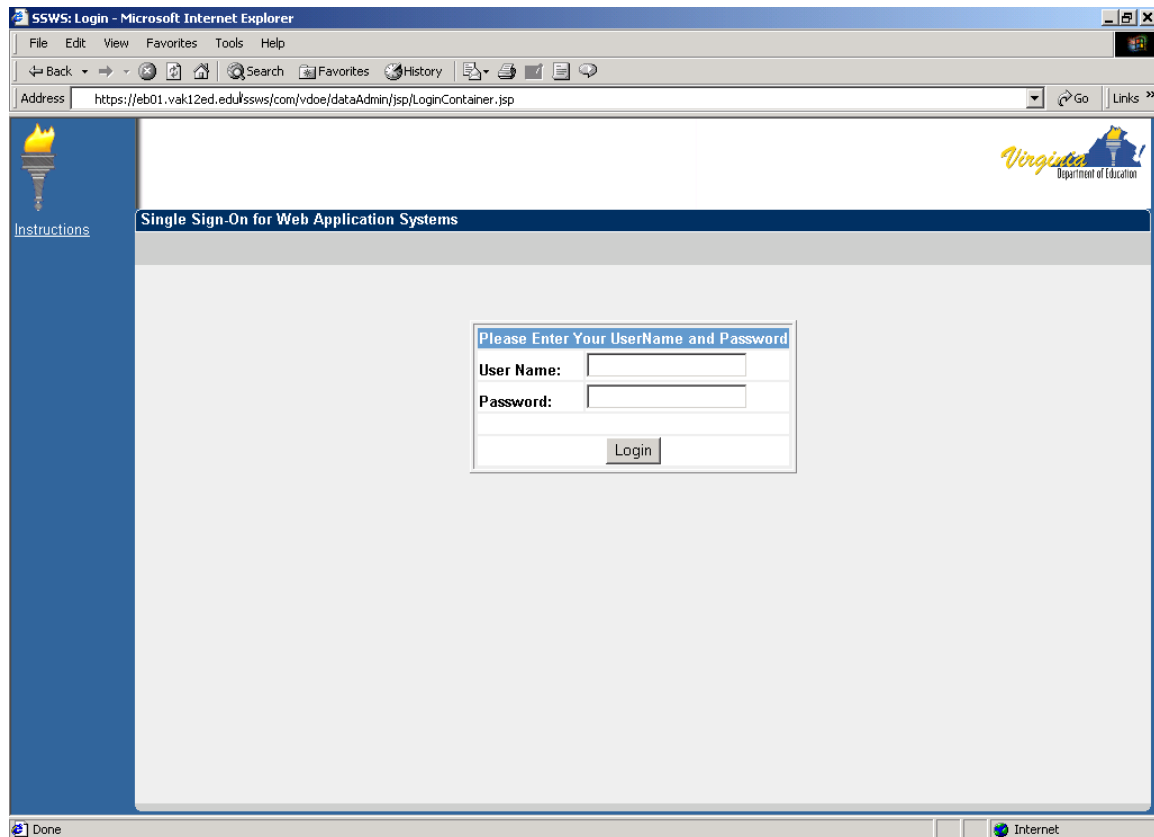
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## Logging in and Accessing SSWS

Enter the Web address (URL) for SSWS:

**https://eb01.vak12ed.edu/ssws**

The Web page in **Figure 1** will appear (for this manual, the browser images are based on Internet Explorer, but the functionality and steps are identical for Netscape).



**Figure 1**

Enter your assigned **User Name** and **Password** (these are provided to you by your agency SSWS Account Manager, or delegated Adult Ed staff member). Click the **Login** button to proceed.

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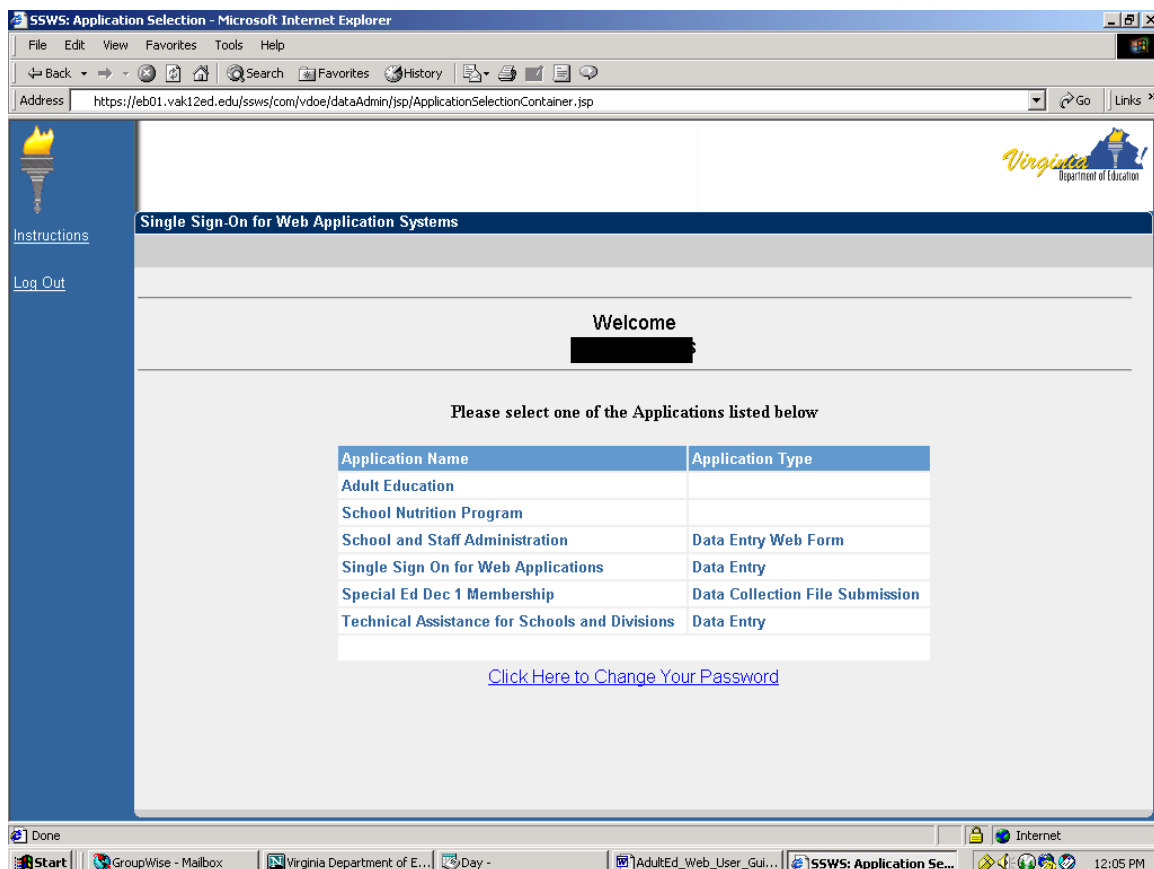
An improper login will produce the following message (**Figure 2**); click on the **Click Here To Continue** button to continue.



**Figure 2**

After successfully logging in, the VDOE Sign-On Home Page will appear (**Figure 3**). The “menu” in the center of the page will display the systems you may access. Your screen will reflect those applications which you have been granted access rights by the SSWS Account Manager. To select Adult Education, click on the menu option:

**Adult Education**



**Figure 3**

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## Changing Passwords

The SSWS application will allow users to change their password. **Note: This is entirely optional. Best security practices indicate that it is prudent to periodically change passwords.**

Click on the [Click Here to Change Your Password](#) link, and the page in **Figure 4** will appear.

Enter Password Information	
Old Password	<input type="password"/>
New Password	<input type="password"/>
Retype New Password to Confirm	<input type="password"/>
The password must be at least 8 characters. It must have at least one non-alphabetic character and cannot be the same as the login.	
<input type="button" value="Save"/>	
<a href="#">Return to VDOE Sign-On Home</a>	

**Figure 4**

Enter your old password and your new password. Retype the new password to confirm. All passwords will display as a series of asterisks (\*\*\*\*\*). Follow standard industry guidelines for passwords (series of alpha letters and numbers; avoid common and obvious words, e.g., your children's first names, etc.). Click on the  button to store your new password. You will need this password at your next login.

Following a successful save of your new password, the message in **Figure 5** will appear.

Update Password Results
Password has been updated
<a href="#">Click Here To Continue</a>

**Figure 5**

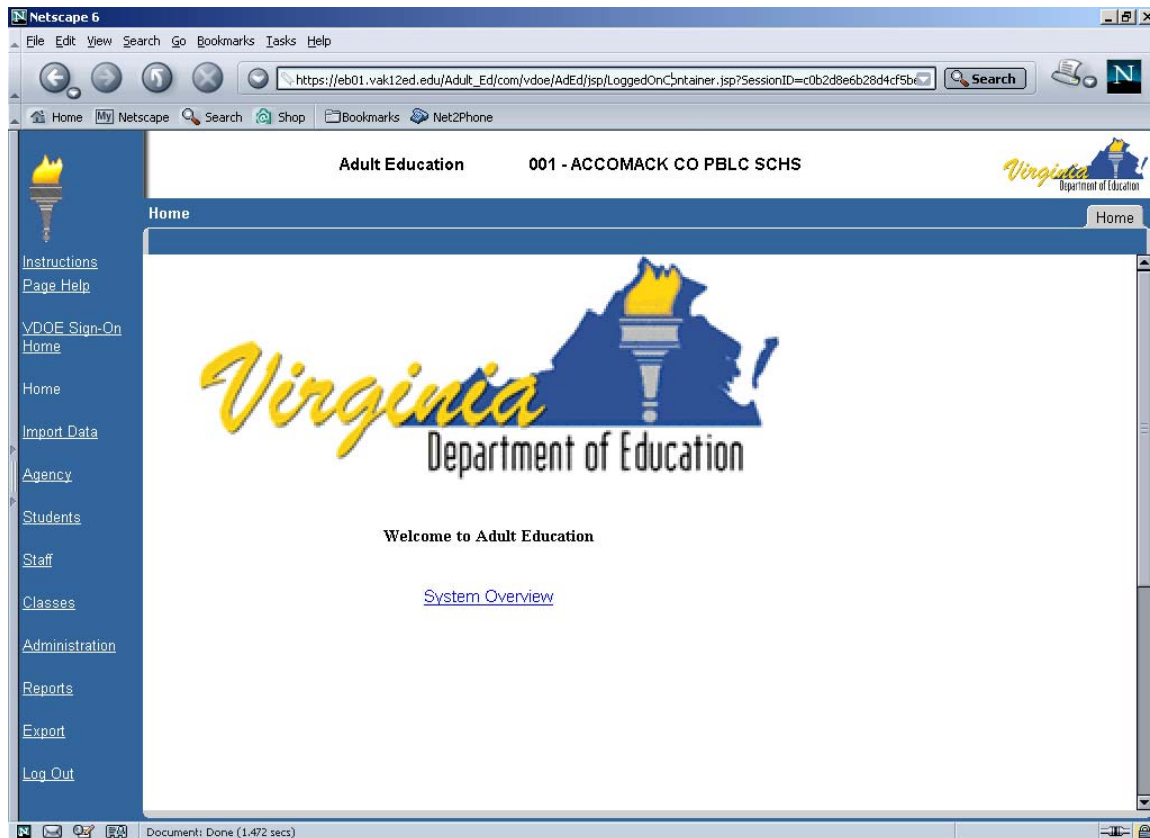
Click on the [Click Here To Continue](#) link to continue.

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## Adult Education Web Page Overview

To access the Adult Education Agency Page, click on the menu option **Adult Education**. The Adult Education Home Page appears in **Figure 6** below.



**Figure 6**



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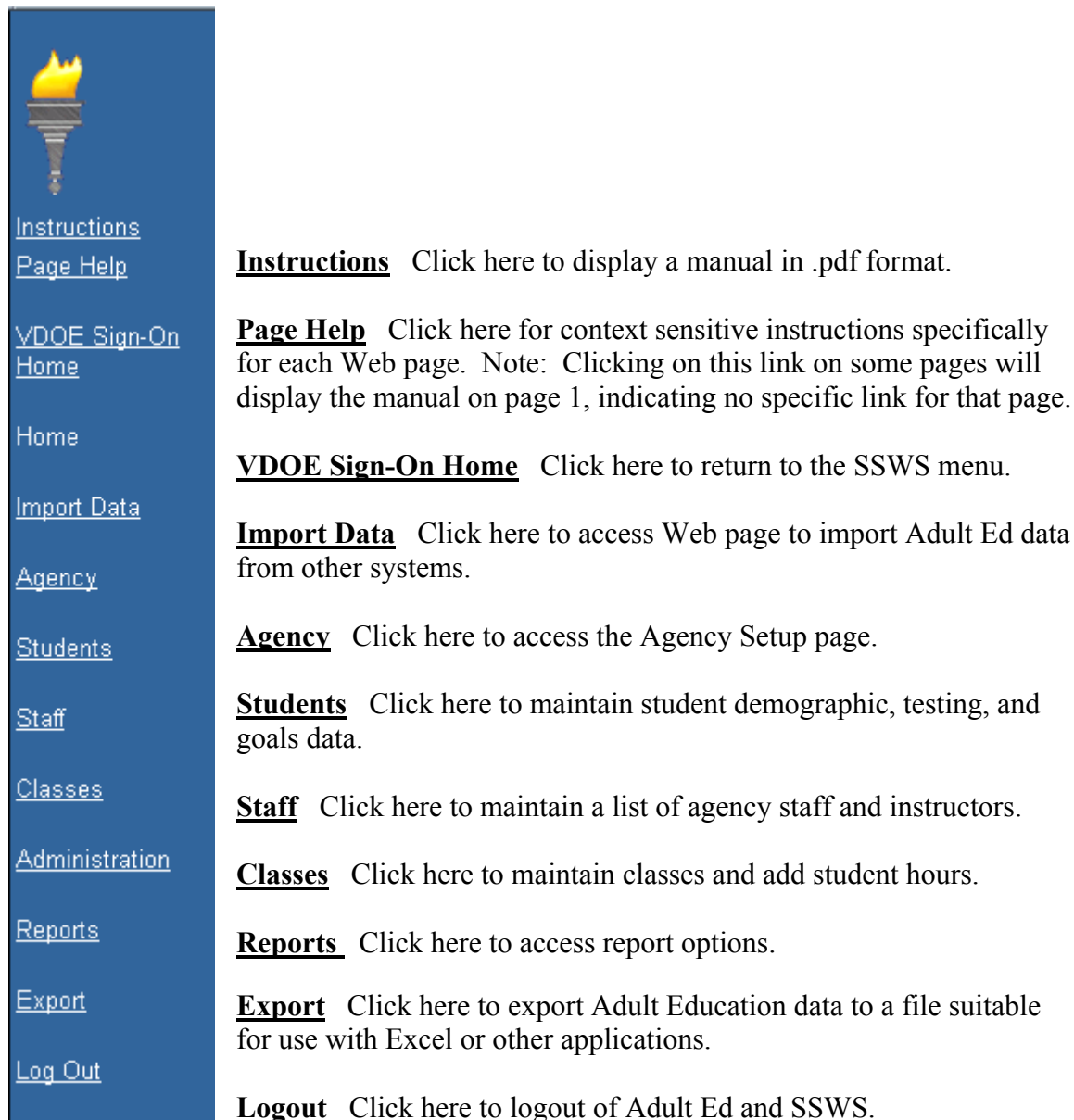
## Adult Education Web-based Student Data System

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**Navigation Bar:** Functions that can be accessed from this page are listed vertically in the [blue](#) navigation bar on the left.

Each navigation bar option is briefly describe in **Figure 7** below:



**Figure 7**



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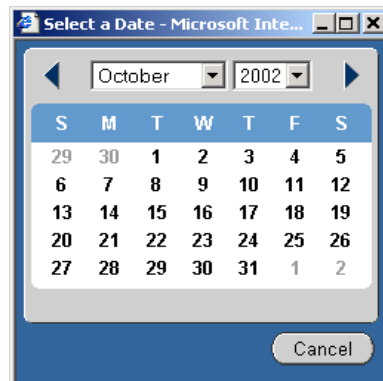
**Tabs:** There are multiple tabs across the top of the page. The tab that is highlighted (e.g., **Select Student** in **Figure 8** below) indicates the active page.



**Figure 8**

**Drop-Down Lists:** Data fields denoted with a downward arrow  on the right, indicate this field must be completed using a pre-defined list of values. Click on the  button for the list to display.

**Calendar Function:** All date formats in Adult Education software must entered in the format 'YYYY-MM-DD'. Using the Calendar function can easily complete date fields. Click on the  button to open the Calendar Selection window, as displayed in **Figure 9** below:



**Figure 9**

Click on the drop down arrows for month and year, and select the date. This will automatically fill in the date field in the format 'YYYY-MM-DD'.

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**Searches:** The Adult Ed application uses a generic search approach for students, staff, and classes. Search functions will generally look like the student search in **Figure 10** below:

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Student Number:	<input type="text"/>	
Last Name:	<input type="text"/>	<input type="button" value="Add Student"/>
Social Security Number:	<input type="text"/>	
	<input type="button" value="Search"/>	

---

**Figure 10**

Each search page allows for entry of search criteria. In **Figure 10** above, you can enter a student number, last name, or SSN, or the first few numbers or letters of any of the available search fields. For example, entering a **B** in the Last Name field, and clicking on the  button, will return a list of all students whose last name begins with a 'B'.

The resulting search list will contain data describing each record returned, and hyperlinks to access pertinent data about the record. An example can be found in **Figure 11** below:

Student Num	Name	SSN	Tested	Has Goal(s)	Last Attended
1	<a href="#">James Accomack</a>		<a href="#">Yes</a>	<a href="#">Yes</a>	2003-05-13
123456789	<a href="#">John Baker</a>	123456789	<a href="#">Yes</a>	<a href="#">Yes</a>	2003-05-14
123456777	<a href="#">James Brubaker</a>	123456777	<a href="#">No</a>	<a href="#">No</a>	2003-05-14
666666666	<a href="#">Betty Geneva</a>	666666666	<a href="#">Yes</a>	<a href="#">Yes</a>	2003-05-14
987654321	<a href="#">Marvelous Marvin</a>	987654321	<a href="#">Yes</a>	<a href="#">Yes</a>	2003-05-14
12345	<a href="#">Beetle Smith</a>		<a href="#">Yes</a>	<a href="#">Yes</a>	2003-05-13
564218754	<a href="#">Richard M Thompson</a>	564218754	<a href="#">No</a>	<a href="#">No</a>	

**Figure 11**

Note: data above is fictional information, and does not reflect data pertaining to any student.

Each data field that contains a **blue hyperlink** will link to another screen, context-specific to that field. For example, clicking on a **Name** will display the **Demographics Page** for that student.

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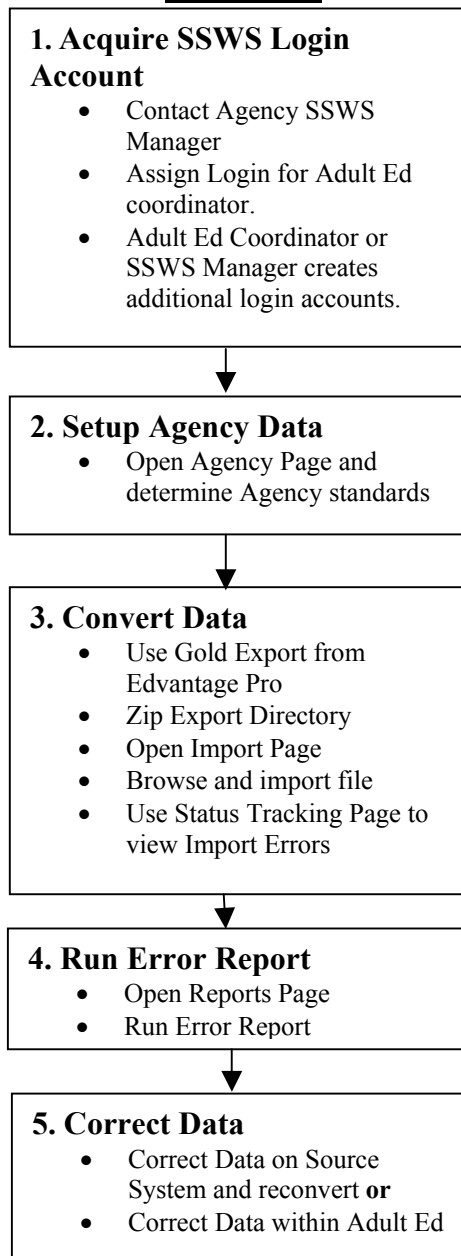
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#### Software Process Overview

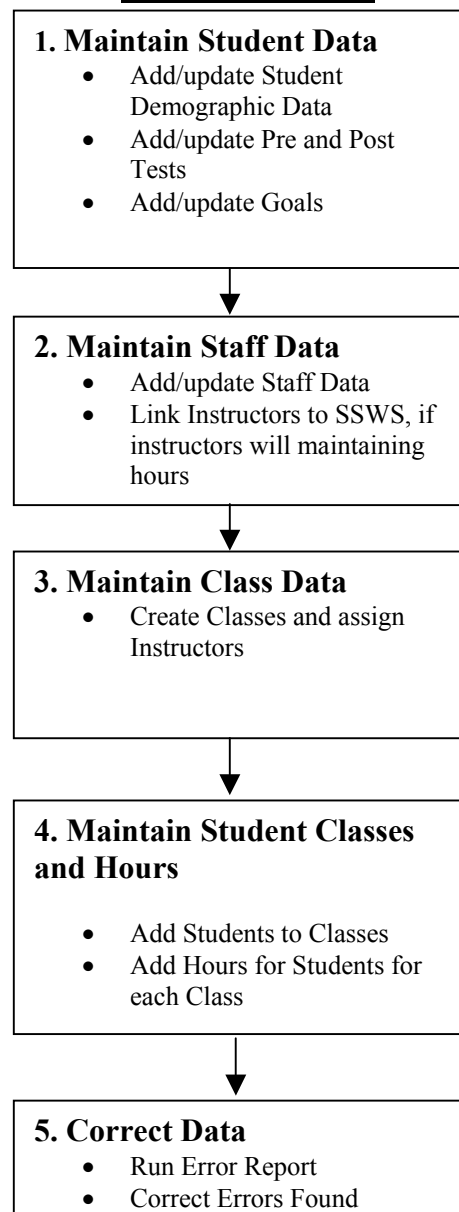
The Adult Education Web-based Student Data System is designed to follow a normal flow of activities required to report student data. First, **existing data must be converted** into Adult Ed. The process flowchart below (**Figure 12**) describes the conversion process. Second, **data must be maintained on a regular basis**. The process flowchart below (**Figure 13**) describes the software and the normal flow of events.

#### Conversion



**Figure 12**

#### Normal Operation



**Figure 13**

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#### Setup Agency Data

This page is used to setup initial data related to the reporting agency. This page is typically used when the system is first accessed by the agency, and changes to this data will be infrequent. Click on [Agency](#) to open the Agency page. The following page in **Figure 14** will be displayed:

The screenshot shows the 'Agency' setup page. At the top, there is a blue header bar with 'Agency' on the left and 'Agency Info.' on the right. Below the header, the form contains the following fields and values:

- Name: **Accomack County Public Schools**
- Program Identifier: **REG LOCAL**
- Phone Number: **(857) 7484211** Fax Number: **(804) 7485555**
- Adult Ed. Contact: **Melanie Bailey**
- Contact Address: **29677 Courthouse Ave**  
**Accomack, VA** Zip: **23301 -**
- Contact Phone Number: **(757) 7877765**
- Contact Email: **bubba@tlc.com**
- Subgrantee ID:
- Subgrantee Name:
- Auto Number Students:
- Will instructor add hours:
- Auto Number Staff:
- Serves Multiple Divisions:
- Number of Sites:

At the bottom of the form, there are two buttons: 'Save' and 'Reset'.

**Figure 14**

Agency demographic data will be displayed directly from the VDOE database and cannot be altered from this page. Remaining data that can be maintained includes:

- **Subgrantee ID:** Enter Federal ID number.
- **Subgrantee Name:** Enter agency name.
- **Auto Number Students:** Select 'Yes' to have the system assign students a sequential number; Select 'No' to manually enter student ID numbers.
- **Will Instructor Add Hours:** Select 'Yes' if instructors will enter student class hours; Select 'No' if agency staff will enter student class hours (selecting 'Yes' indicates that individual instructors will be provided SSWS login user Ids and Passwords, and provided 'Limited Data Entry' privileges. Instructors added to Adult Ed will be "linked" to these SSWS User Ids, and when these instructors access the Adult Ed application, they will only be able to access their class(es), add students to their class(es), and add hours. No other functions of the Adult Ed application will be available to them.
- **Auto Number Staff:** Select 'Yes' to have the system assign staff a sequential number; Select 'No' to manually enter staff ID numbers.


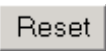
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- **Servers Multiple Divisions:** Select 'Yes' if this agency will be entering data/serving students for another agency; Select 'No' if this agency serves only its own students.
- **Number of Sites:** Enter the number of sites that provide instructions:

Click on the  button to save the data to the database. Click on the  button to delete the changes and restore the data to its original content.

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## Student Data

Maintaining Student Data is a core function for the Adult Ed system. These Web Pages provide the capability to add, search, and edit individual students. For each student, demographic data, tests, goals, and functional levels can be added, viewed, or maintained.

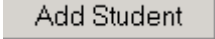
Click on [Students](#) to open the Students Page. The following page in **Figure 15** will display:

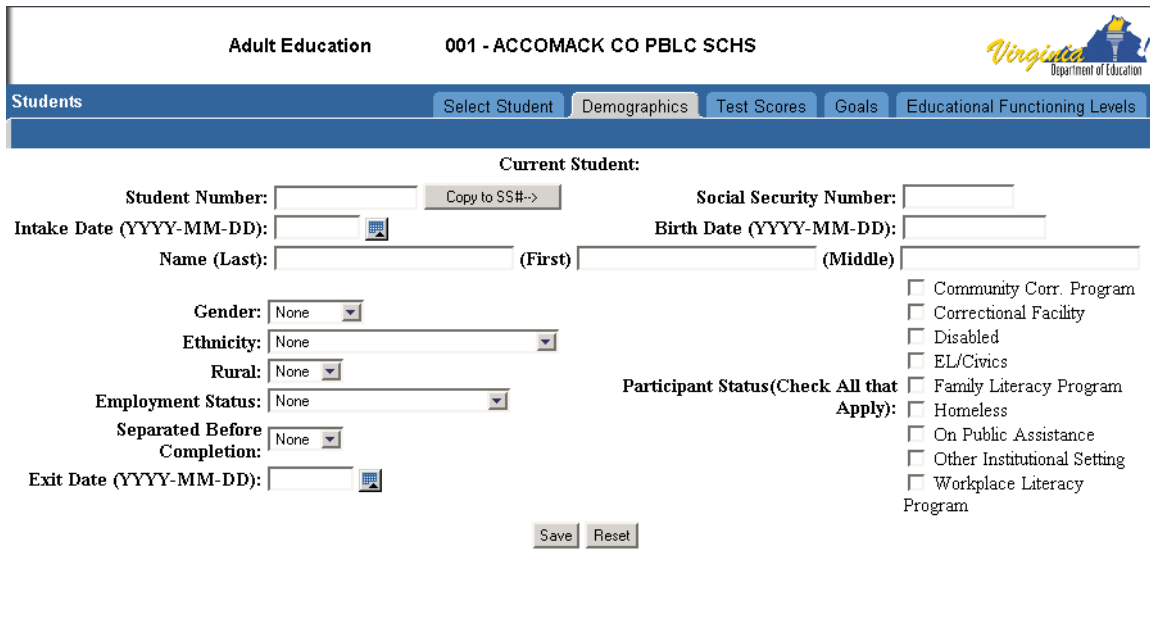
The screenshot displays the 'Students' page of the Virginia Department of Education's Adult Education Web-based Student Data System. The interface includes a blue sidebar on the left with navigation links: Instructions, Page Help, VDOE Sign-On, Home, Import Data, Agency, Students, and Staff. The main content area has a header with 'Adult Education' and '001 - ACCOMACK CO PBLC SCHS', and the Virginia Department of Education logo. Below the header is a tabbed interface with tabs for 'Students', 'Select Student', 'Demographics', 'Test Scores', 'Goals', and 'Educational Functioning Levels'. The 'Students' tab is selected, showing a form with three input fields: 'Student Number:', 'Last Name:', and 'Social Security Number:'. To the right of the 'Last Name' field is an 'Add Student' button, and below the 'Social Security Number' field is a 'Search' button.

**Figure 15**

**Search:** See **Searches** in the **Adult Education Web Page Overview** section earlier in this manual.

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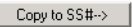
**Add Students:** Click on the  button to add a new student. The following page in **Figure 16** will display:



Adult Education 001 - ACCOMACK CO PBLC SCHS

Students Select Student Demographics Test Scores Goals Educational Functioning Levels

Current Student:

Student Number:   Social Security Number:

Intake Date (YYYY-MM-DD):  Birth Date (YYYY-MM-DD):

Name (Last):  (First)  (Middle)

Gender:  None

Ethnicity:  None

Rural:  None



Employment Status:  None

Separated Before Completion:  None

Exit Date (YYYY-MM-DD):

Participant Status (Check All that Apply):

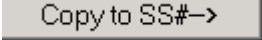
- ☐ Community Corr. Program
- ☐ Correctional Facility
- ☐ Disabled
- ☐ EL/Civics
- ☐ Family Literacy Program
- ☐ Homeless
- ☐ On Public Assistance
- ☐ Other Institutional Setting
- ☐ Workplace Literacy Program

**Figure 16**

The following fields must be entered in order to add a student to the database. Optional fields are noted, and should be entered if applicable.

**Student Number:** Enter the student number (unless AutoNumbering was selected in Agency setup).

**Social Security Number:** Enter the SSN, or use the  button to copy the Student Number to the SSN field. SSN format is xxxxxxxx, without dashes. Optional.

**Intake Date:** Enter the date student entered program.

**Birth Date:** Enter the student's date of birth.

**Name (Last):** Enter the student's last name.

**(First):** Enter the student's first name (initial is allowed).

**(Middle):** Enter the student's middle name (initial is allowed). Optional.

**Gender:** Select the student's gender from drop-down list.

**Ethnicity:** Select the student's ethnicity from drop-down list.

**Rural:** Select 'Yes' or 'No'.

**Employment Status:** Select the student's employment status from the drop-down list.

**Separated Before Completion:** Select 'Yes' or 'No'.



**Exit Date:** Enter the date student exited program. Optional.

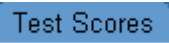


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**Participant Status:** Click on all check boxes that apply. Optional

If any required fields are left blank, an error message will be displayed when the data is saved, indicating which fields are required.

Click on the  button to save the data to the database. Click on the  button to delete the changes and restore the data to its original content.

**Add Tests:** Click on the  tab to access **Test Score** information for the selected student, and the following page in **Figure 17** will display:

Students

Select Student

Demographics

Test Scores

Goals

Educational Functioning Levels


Current Student: 215723648 ARLENE S CLARK

Add Test

Type	Subject	Form	Date	Scale Score	Pre/Post Test	Educational Functioning Level	Overridden Flag
<a href="#">TABE 7/8, Level A</a>	Math		2003-06-02	500	Pre	ABE Intermediate Low	N

**Figure 17**

To add a test, click on the  button, and the Web Page in **Figure 18** will display:

Students																	
Select Student		Demographics		Test Scores		Goals											
Educational Functioning Levels																	
Current Student: 123456789 John Baker																	
Test Type: <input type="text" value="None"/>																	
Test Date (YYYY-MM-DD): <input type="text" value=""/>																	
Test Subject: <input type="text" value="None"/>																	
Test Form: <input type="text" value=""/>																	
Pre/Post Test: <input type="text" value=""/>																	
Scale Score: <input type="text" value=""/>																	
																	
<a href="#">Return to Tests List</a>																	

**Figure 18**

The following fields must be entered in order to add a test to the database. Optional fields are noted, and should be entered if applicable.

**Test Type:** Select the test type from the drop-down list.

**Test Date:** Enter the student's date of birth.

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**Test Subject:** Select the test subject from the drop-down list. Test subjects are context sensitive and determined from the test type.

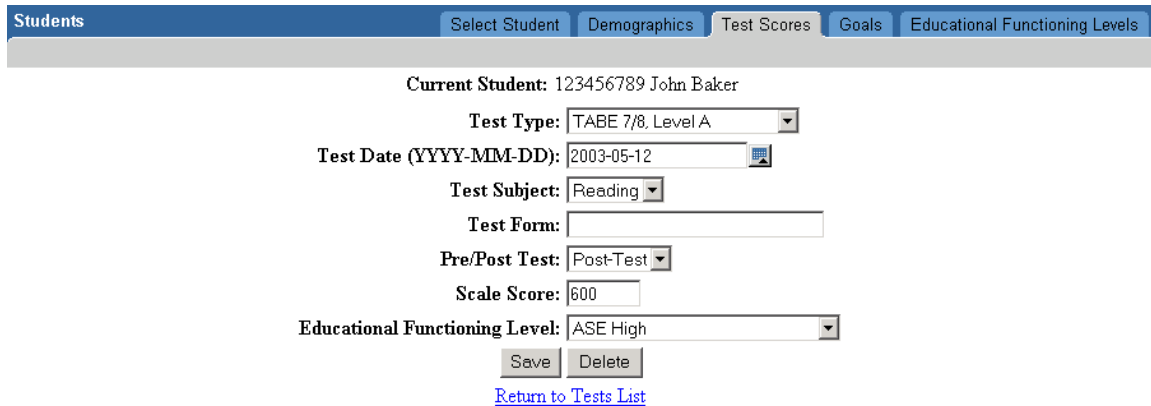
**Test Form:** Enter the appropriate test form.

**Pre/Post Test:** Select Pre or Post test from drop-down list.

**Scale Score:** Enter the score received on the test.

Enter all data fields identified on this page. When test data is complete, click on the **Save** button to save the data into the database. The **Educational Functioning Level** will be determined based on the **Scale Score** for that test, and will be displayed in one of two ways: If a **Educational Functioning Level** cannot be modified, it will be displayed without a dropdown arrow, . If the  appears, this **Educational Functioning Level** can be overridden, and an appropriate level selected.

**Edit Tests:** To view or edit a specific test, click on the [blue hyperlink](#) in the **Type** column in **Figure 17**. The Web Page in **Figure 19** below will display:



Students [Select Student](#) [Demographics](#) [Test Scores](#) [Goals](#) [Educational Functioning Levels](#)

Current Student: 123456789 John Baker

Test Type: TABE 7/8, Level A

Test Date (YYYY-MM-DD): 2003-05-12

Test Subject: Reading

Test Form:

Pre/Post Test: Post-Test

Scale Score: 600

Educational Functioning Level: ASE High

[Save](#) [Delete](#)

[Return to Tests List](#)

**Figure 19**

Modify the necessary data fields and click on **Save** to store the data in the database. To delete a test, click on the **Delete** button.

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**Add Goals:** Click on the **Goals** tab to access **Goals** information for the selected student, and the following page in **Figure 20** will display:

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Type	Date Set	Date Met
Obtain GED	2003-05-01	-

**Figure 20**

All students should have at least one goal. Although **Increase Functional Level** is an implied goal for all students, it can be added to fulfill the requirement to have at least one goal.

To add a goal, click on the  button, and the Web Page in **Figure 21** will display:

Goal Type:

Date Set(YYYY-MM-DD):

Date Met(YYYY-MM-DD):


[Return to Goals List](#)

**Figure 21**

**Goal Type:** Select the goal type from the drop-down list.

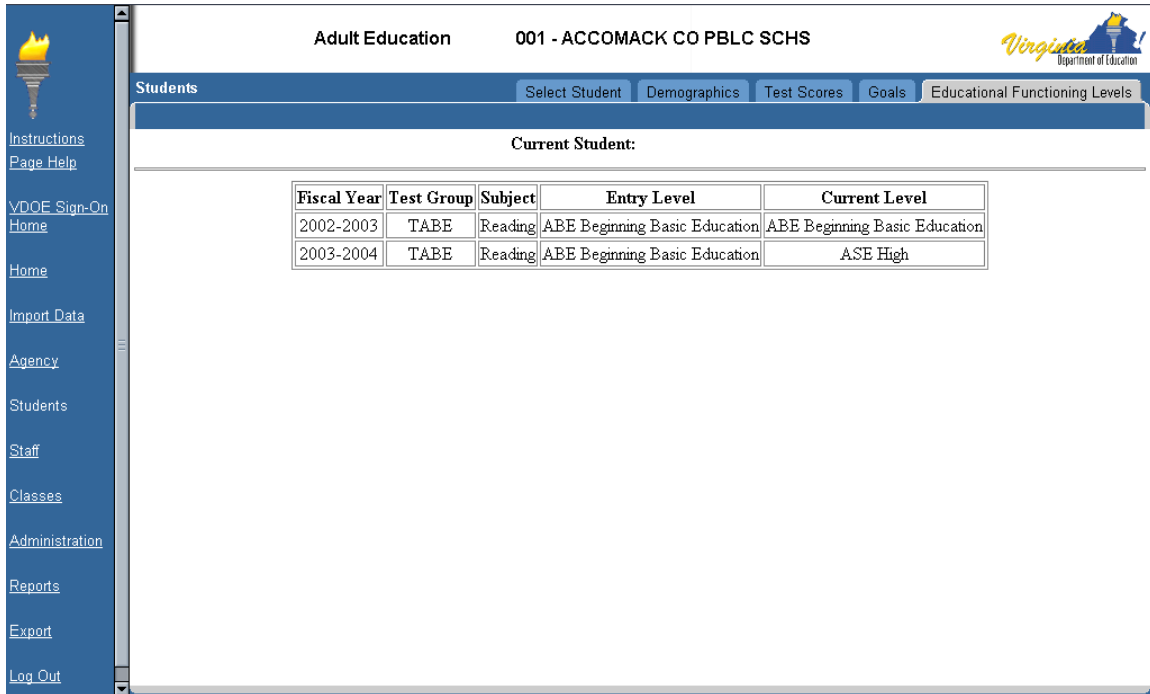
**Date Set:** Enter the date the goal was set.

**Date Met:** Enter the date the goal was met.

Enter all data fields identified on this page. When goal data is complete, click on the  button to save the data into the database.

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**View Educational Functioning Levels:** This is a view-only tab. Click on the **Educational Functioning Levels** tab to view educational functioning levels for the selected student. The following Web page in **Figure 22** will display:



The screenshot shows a web application interface. At the top, it says "Adult Education" and "001 - ACCOMACK CO PBLC SCHS". On the left is a navigation menu with links: Instructions, Page Help, VDOE Sign-On, Home, Home, Import Data, Agency, Students, Staff, Classes, Administration, Reports, Export, and Log Out. The main content area has a tabbed interface with "Students" selected. Below the tabs, it says "Current Student:". A table displays educational functioning levels for two fiscal years.

Fiscal Year	Test Group	Subject	Entry Level	Current Level
2002-2003	TABE	Reading	ABE Beginning Basic Education	ABE Beginning Basic Education
2003-2004	TABE	Reading	ABE Beginning Basic Education	ASE High

**Figure 22**

This page will list all educational functioning levels for the selected student by fiscal year.

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## Staff Data


Maintaining Staff Data is a core function for the Adult Ed system. These Web Pages provide the capability to add, search, and edit individual staff members. For each staff member, staff details and employment history can be added, viewed, or maintained. Click on [Staff](#) to open the Staff Page. The following page in **Figure 23** will display:

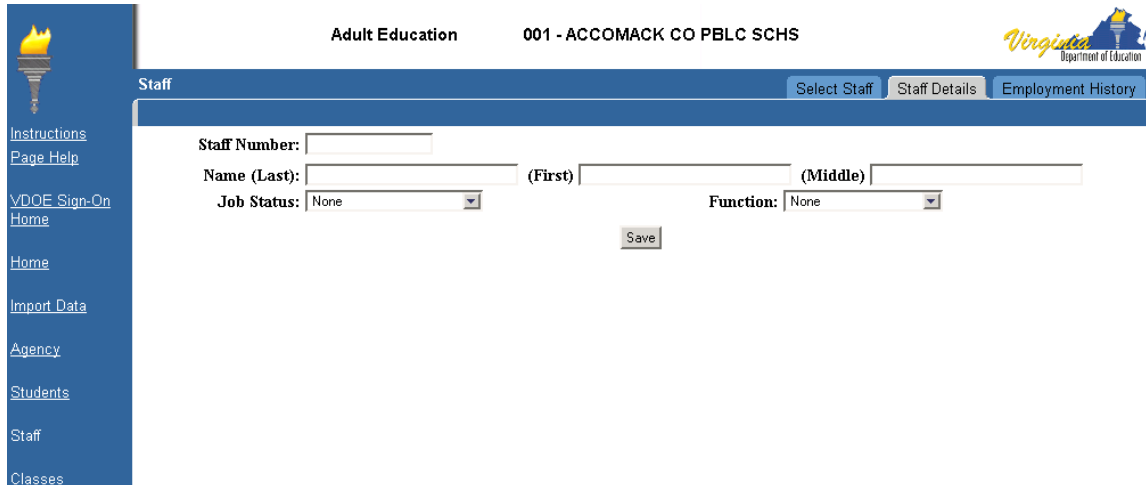
The screenshot shows the 'Staff' page of the Virginia Department of Education's Adult Education system. The page has a blue header with the text 'Adult Education' and '001 - ACCOMACK CO PBLC SCHS'. On the right side of the header is the Virginia Department of Education logo. Below the header, there is a navigation bar with three tabs: 'Select Staff', 'Staff Details', and 'Employment History'. The 'Select Staff' tab is currently selected. The main content area contains a search form with two input fields: 'Staff Number:' and 'Last Name:'. Below these fields is a 'Search' button. To the right of the 'Last Name' field is an 'Add Staff' button. On the left side of the page, there is a vertical navigation menu with links: 'Instructions', 'Page Help', 'VDOE Sign-On Home', 'Home', 'Import Data', 'Agency', 'Students', 'Staff', 'Classes', 'Administration', 'Reports', 'Export', and 'Log Out'. The 'Staff' link is highlighted in the menu.

**Figure 23**

**Search:** See **Searches** in the **Adult Education Web Page Overview** section earlier in this manual.

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**Add Staff:** Click on the  button to add a new staff member. The following page in **Figure 24** will display:



The screenshot shows the 'Staff' page of the Virginia Department of Education's Adult Education Web-based Student Data System. The page has a blue header with the text 'Adult Education' and '001 - ACCOMACK CO PBLC SCHS'. On the right side of the header is the Virginia Department of Education logo. Below the header is a navigation bar with tabs: 'Staff', 'Select Staff', 'Staff Details', and 'Employment History'. The 'Staff' tab is active. On the left side of the page is a vertical menu with links: 'Instructions', 'Page Help', 'VDOE Sign-On', 'Home', 'Import Data', 'Agency', 'Students', 'Staff', and 'Classes'. The main content area contains a form for adding a new staff member. The form has the following fields: 'Staff Number:' with a text input box; 'Name (Last):' with a text input box; '(First)' with a text input box; '(Middle)' with a text input box; 'Job Status:' with a dropdown menu showing 'None'; and 'Function:' with a dropdown menu showing 'None'. Below the form is a 'Save' button.

**Figure 24**

The following fields must be entered in order to add a student to the database. Optional fields are noted, and should be entered if applicable.

**Staff Number:** Enter the staff number (unless AutoNumbering was selected in Agency setup).


**Name (Last):** Enter the staff member's last name.

**(First):** Enter the staff member's first name (initial is allowed).

**(Middle):** Enter the staff member's middle name (initial is allowed). Optional.

**Job Status:** Select the staff member's Job Status from the drop down menu. You must select one of the available options.

**Function:** Select the staff member's Function from the drop down menu. You must select one of the available options.

Click on the  button to save the data to the database.

If any required fields are left blank, an error message will be displayed when the data is saved, indicating which fields are missing and must be completed.

# Virginia Department of Education Adult Education Web-based Student Data System Users Guide

## Class Data

This function will facilitate adding classes and student hours into the Adult Ed application. For each class, class details, enrolled students, and student hours can be added, viewed, or maintained. Click on [Classes](#) to open the Class Page. The following page in **Figure 25** will display:

The screenshot shows the 'Class Data' page of the Virginia Department of Education's Adult Education Web-based Student Data System. The page has a blue header with the text 'Adult Education' and '001 - ACCOMACK CO PBLC SCHS'. On the left is a vertical navigation menu with links: Instructions, Page Help, VDOE Sign-On Home, Home, Import Data, Agency, Students, Staff, Classes, Administration, Reports, Export, and Log Out. The main content area has a blue bar with the word 'Classes' and four buttons: Select, Details, Add Students, and Add Hours. Below this bar are four input fields: 'Class Number:', 'Description Contains:', 'Instructor's Last Name:', and 'Student Number:'. To the right of the 'Instructor's Last Name' field is an 'Add Class' button. Below the 'Student Number' field is a 'Search' button. The page also features the Virginia Department of Education logo in the top right corner.

**Figure 25**


**Search:** See **Searches** in the **Adult Education Web Page Overview** section earlier in this manual.

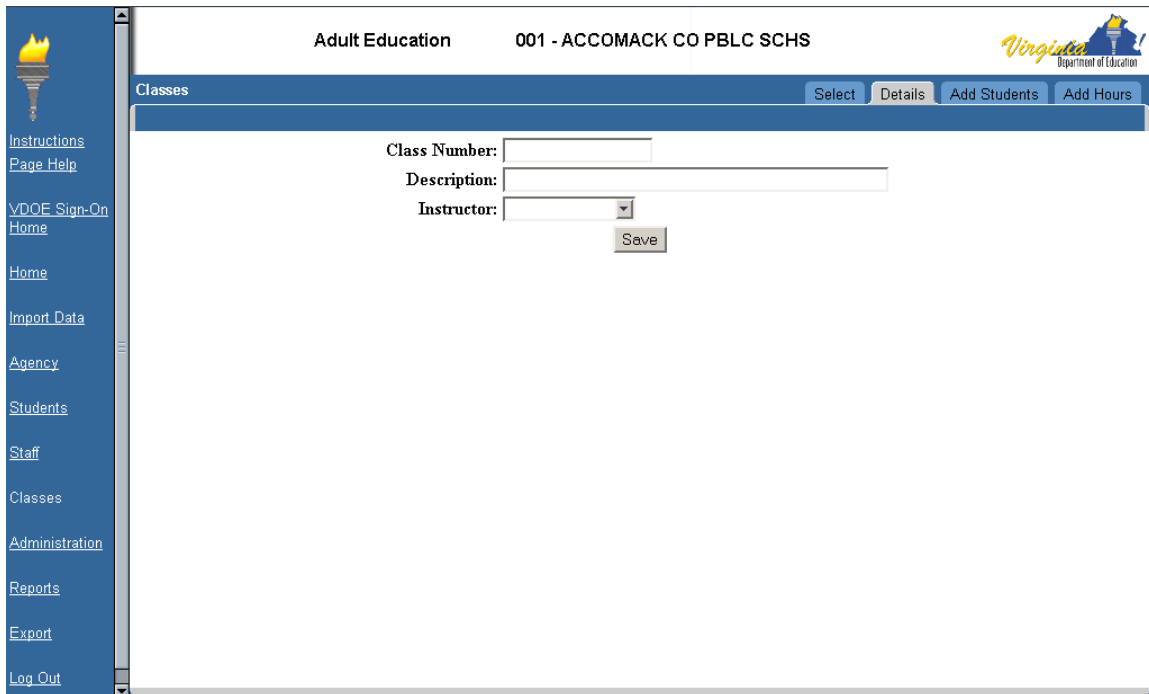
# Virginia Department of Education

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**Add Class:** Click on the  button to add a new class. The following page in **Figure 26** will display:



The screenshot shows a web application interface for adding a new class. The page has a blue header with the text 'Adult Education' and '001 - ACCOMACK CO PBLC SCHS'. On the left is a vertical navigation menu with links: Instructions, Page Help, VDOE Sign-On Home, Home, Import Data, Agency, Students, Staff, Classes, Administration, Reports, Export, and Log Out. The main content area is titled 'Classes' and contains three input fields: 'Class Number:', 'Description:', and 'Instructor:'. The 'Instructor:' field is a dropdown menu. Below these fields is a 'Save' button. At the top right of the main area are four tabs: 'Select', 'Details', 'Add Students', and 'Add Hours'.


**Figure 26**

The following fields must be entered in order to add a class to the database. Optional fields are noted, and should be entered if applicable.

**Class Number:** Enter the class number (unless AutoNumbering was selected in Agency setup).

**Description:** Enter the description or name of the class.

**Instructor:** Select an instructor for the class from the drop down list. The list will contain all staff members entered in the staff screen.

Click on the  button to save the data to the database.

If any required fields are left blank, an error message will be displayed when the data is saved, indicating which fields are missing and must be completed.



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**Add Students:** After selecting a class, click the **Add Students** tab to add and remove students from that class. The following page in **Figure 27** will display:

Adult Education 001 - ACCOMACK CO PBLC SCHS

Classes Select Details Add Students Add Hours

Current Class: ABE Reading by Winston Churchill

Student to Add: Skwalker, Luke

Add

Students Enrolled	Active?	Delete
Baggins, Bilbo	Yes	Delete

**Figure 27**

The following field must be entered in order to add a student to a class.

**Student to Add:** Select a student from the drop down list. The list contains all active students entered in the Students screen.

Click the **Add** button to add the selected student to the class. Once a student has completed or has left a class, you can deactivate that student by clicking on the **Yes** button next to the student's name. The **Yes** button will then change to a **No** button. To reactivate that student, click the **No** button. Keep in mind that when a student is inactive in a class, you will not be able to add hours for that student.

To delete a student from a class, click the **Delete** button next to that student's name. **Warning:** Deleting a student from a class will also delete any hours entered for that student in that class.

# Virginia Department of Education Adult Education Web-based Student Data System Users Guide

**Add Hours:** After selecting a class, click the **Add Hours** tab to add or subtract hours for all students enrolled in that class. The following page in **Figure 28** will display:

The screenshot shows the 'Add Hours' interface for the class '001 - ACCOMACK CO PBLC SCHS'. The 'Current Class' is 'ABE Reading by Winston Churchill'. The 'Effective Date' is '2003-07-29'. The 'Default Hours' field is empty, with an 'Apply' button next to it. Below this is a table with three columns: 'Students Enrolled', 'Current Hours', and 'Adjustment Hours'. The table contains two rows: 'Baggins, Bilbo' with '80' in the 'Current Hours' column, and 'Skwalker, Luke' with '6' in the 'Current Hours' column. There are empty input fields in the 'Adjustment Hours' column for each student. A 'Save' button is located below the table. The left sidebar contains links for 'Instructions', 'Page Help', 'VDOE Sign-On Home', 'Home', 'Import Data', 'Agency', 'Students', 'Staff', 'Classes', 'Administration', 'Reports', 'Export', and 'Log Out'.

Students Enrolled	Current Hours	Adjustment Hours
Baggins, Bilbo	80	
Skwalker, Luke	6	

**Figure 28**

The following fields must be entered in order to add student hours to the database. Optional fields are noted, and should be entered if applicable.

**Effective Date:** Enter the date when the hours should be applied. The default is today's date.

**Default Hours:** Enter hours that apply to **All** the students in that class.

**Adjustment Hours:** Enter hours that apply to one student. Enter the hours on the same line as the student's name. If hours have been applied to all students, and one or more should be changed, just enter the correct hours.

After adding default hours, click the **Apply** button. Those hours will now appear in the hours total listed under the **Current Hours** column.

When finished adding adjustment hours, click the **Save** button. The hours will be added and will appear in the **Current Hours** column next to the appropriate student.

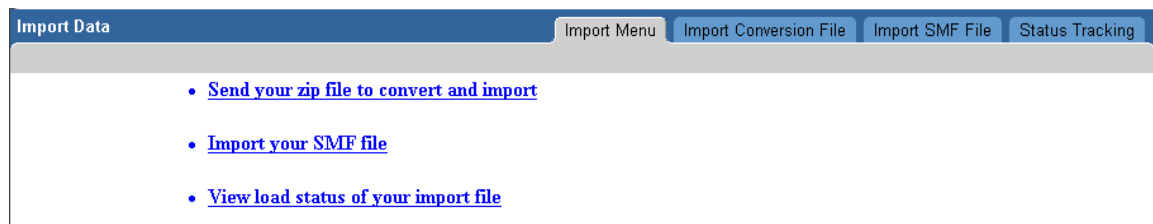
# Virginia Department of Education Adult Education Web-based Student Data System Users Guide

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## Import Data

The Adult Ed Web-based software application provides the capability to import data from LiteracyPro / AdvantagePro or to import an ASCII flat file from an external student data system..

Click on [Import Data](#) to access the **Import Data** Web page. The following page in **Figure 29** will display:



**Figure 29**

Each feature of the import process can be accessed by clicking on the [blue hyperlinks found on the Import Menu](#) tab or by clicking on the the tabs found on the upper right of the Web page in **Figure 29** .

- **Import Conversion File** allows the submission of a LiteracyPro/AdvantagePro Gold Data Export File. The import from LiteracyPro requires the use of the Gold Data Export function to build an import file, and the Adult Ed application will process the entire file, extracting student data beginning with fiscal year 2001-2002. All previous data will be bypassed. You will need a software utility that can “zip” up a data file. This is **NOT** the same as a zip disk. There are many versions of zip utilities, and some versions of Windows provide a zip utility with the operating system. A commonly used utility is **Winzip**, which is available on the Internet at [www.winzip.com](http://www.winzip.com) . The retail cost is about \$30, and 30 day trial versions are available. Data conversion will only be necessary once, if all data will maintained directly on the Web application following the initial conversion.

### Import Conversion Steps:

- ❑ Locate your copy of the Gold Data Export instructions. If you do not have access to this document, contact the Adult Education unit at the Virginia Department of Education to obtain a copy.
- ❑ Use the Gold Export function to create a data file. Follow the directions in the Gold Data Export instruction manual through page 6 (title page is page 1).

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Page 6 (unnumbered) begins with “You will now see a single folder that was created today....”

- ❑ **Zip up** the folder indicated on page 6 (the folder name will include the name of the agency and the date the folder was created), using your operating system zip utility or a software product such as Winzip.
- ❑ If your Internet access is available on the same PC that you use for LiteracyPro, then you will not need to move the resulting zipped file from the LiteracyPro PC. If your Internet access is on another PC, then a CD burner or zip disk can be used to move the zipped file from one PC to another. More than likely the zipped file will not fit on a floppy disk, unless the file size is less than 1.44 mbytes.
- ❑ Once the zipped file is on the PC with Internet access and you have logged into the Adult Ed Web application, click on the [blue hyperlink ‘Send your zip file to convert and import’](#) or click on the **Import Conversion File** tab. The following Web page in **Figure 30** will display:

Import Data    Import Menu    Import Conversion File    Import SMF File    Status Tracking

Use this option to submit your extract file to VDOE:

File Name:  Browse...

Email:

Submit File To DOE

**Figure 30**

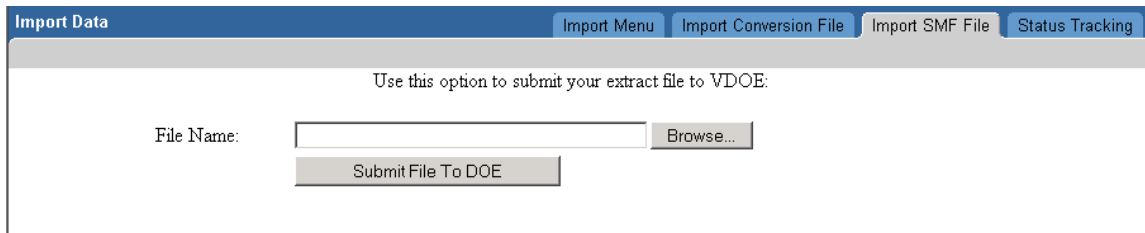
- ❑ Click on the **Browse...** button to display a Windows search and open function. Select the zipped file saved in the earlier step above. Enter a valid email address in the **Email** box (a message will be sent to this email box indicating a successful or failed upload). Click on the **Submit File To DOE** button to submit the file.

- 
- **Import SMF File** allows the importing of an ASCII flat file from an external student information system. The flat file format has been provided under separate cover. ‘SMF’ denotes a “simple message file”, and the file extension for the submitted file must contain the extension ‘.smf’.

#### Import SMF file steps:

- ❑ Click on the [blue hyperlink ‘Import your SMF file’](#) or click on the **Import SMF File** tab. The following Web page in **Figure 31** will display:

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Import Data    Import Menu    Import Conversion File    Import SMF File    Status Tracking

Use this option to submit your extract file to VDOE:

File Name:  Browse...

Submit File To DOE

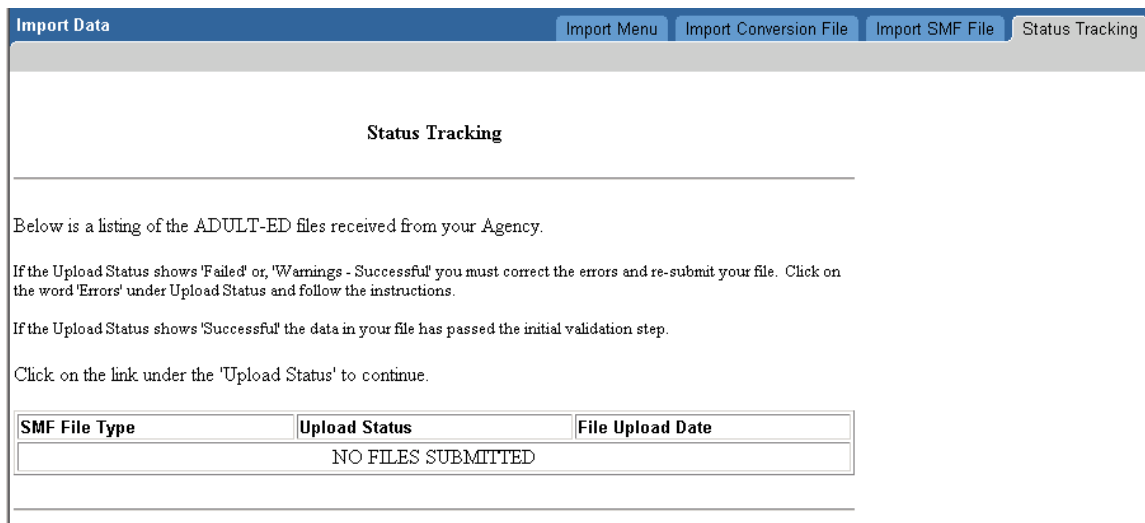
**Figure 31**

- ❑ Click on the **Browse...** button to display a Windows search and open function. Select the zipped file saved in the earlier step above. Enter a valid email address in the **Email** box (a message will be sent to this email box indicating a successful or failed upload). Click on the **Submit File To DOE** button to submit the file.

**Status Tracking:** This provides the capability to determine the status of any submitted file.

#### **Status Tracking Steps:**

- ❑ Click on the [blue hyperlink 'View load status of your import file'](#) or click on the **Status Tracking** tab. The following Web page in **Figure 32** will display:



Import Data    Import Menu    Import Conversion File    Import SMF File    Status Tracking

**Status Tracking**

Below is a listing of the ADULT-ED files received from your Agency.

If the Upload Status shows 'Failed' or, 'Warnings - Successful' you must correct the errors and re-submit your file. Click on the word 'Errors' under Upload Status and follow the instructions.

If the Upload Status shows 'Successful' the data in your file has passed the initial validation step.

Click on the link under the 'Upload Status' to continue.

SMF File Type	Upload Status	File Upload Date
NO FILES SUBMITTED		

**Figure 32**

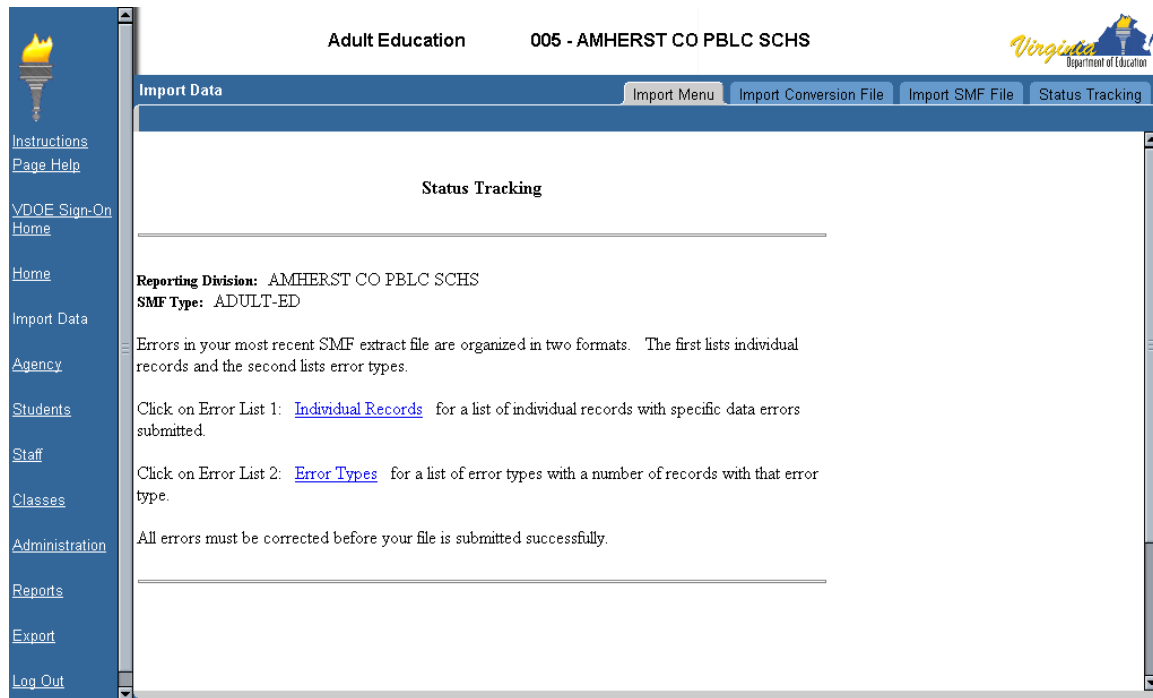
- ❑ The **Upload Status** column will display one of the following statuses:
  - ❑ NO FILES SUBMITTED
  - ❑ SUCCESSFUL
  - ❑ FAILED

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If [Failed](#) then there were errors in your submission file. This does not mean the entire submission failed. Any correct data was loaded. Click on the [Failed](#) link to view your errors. The following web page in **Figure 33** will display:



**Figure 33**

Click on [Individual Records](#) to view a list of all the errors in the report.

Click on [Error Types](#) to view the list by category of error. This is the recommended option.

There are two types of errors in this report. **Fatal errors** did not load into the database due to a problem with the data. You must look up this information in Literacy Pro, and determine the problem with the data. You can then correct the information in Literacy Pro and re-import, or manually enter the data into the Adult Ed Web Based System.

**Warning errors** appear at the bottom of the list, and are noted as warning errors. These records **did** load into the database **with the errant “warned” data blanked out**, and can be searched and edited in the Adult Ed Web Based System. The purpose of warning errors is to warn you that a student or staff member has errors which will cause them to appear on the NRS error report instead of their appropriate table.

Keep in mind that the errors displayed on the **Status Tracking Error** reports **do not change** as you make changes to your data in the Web Based System. These **Status Tracking Error** reports reflect the errors that occurred during import only. The list will update if you re-import.

# Virginia Department of Education Adult Education Web-based Student Data System Users Guide

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## Reports

The Adult Ed Web application provides access to data, federal, and state reports. Click on **Reports** to access the reports menu. The Web Page in **Figure 34** will display.

Reports

Fiscal Year: 2002-2003

[Error Report](#)  
[NRS Table 1 - Participants by Entering Educational Functioning Level, Ethnicity and Sex](#)  
[NRS Table 2 - Participants by Age, Ethnicity and Sex](#)  
[NRS Table 3 - Participants by Program Type and Age](#)  
[NRS Table 4 - Educational Gains and Attendance by Educational Functioning Level](#)  
[NRS Table 5 - Core Follow-up Outcome Achievement](#)  
[NRS Table 6 - Participant Status and Program Enrollment](#)  
[NRS Table 7 - Adult Education Personnel by Function and Job Status](#)  
[NRS Table 8 - Outcomes for Adults in Family Literacy Programs](#)  
[NRS Table 9 - Outcomes for Adults in Workplace Literacy Programs](#)  
[NRS Table 10 - Outcomes for Adults in Correctional Education Programs](#)  
[Virginia State Report 1 - Achievement of Credential](#)  
[Agency Report - Agency Information](#)

**Figure 34**

Select the appropriate **Fiscal Year** in the drop down box. Click on the [blue hyperlink](#) for the report desired. Each report is described below. Reports are produced as PDF files, and Adobe Acrobat Reader (available free on the Internet) is required.

- ❑ **Error Report:** The error report shall list the following data and be subdivided by Agency when run at the state level:
  - Students not enrolled in a class.(these will not be counted on federal reports)
  - Students without pre or post tests (these will be counted on federal reports)
  - Students who are enrolled in a class for the entered fiscal year that will not be counted and why.
    - Not enough hours
    - No Educational Functioning Level indicated
    - No Ethnicity indicated
    - No Sex indicated
    - No Birth Date indicated
    - No Employment Status indicated
    - No Rural indication
    - No Program Type indicated

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- ❑ **NRS Table 1:** Students enrolled in a class in the entered fiscal year with complete records (including minimum 12 hours of instruction) will be counted in Table. The Entering Educational Functional level shall be the level as determined by a Pre-test on or after July 1 of the entered year or the most recent post-test prior to July 1 if no appropriate pre-test record(s) exist.
- ❑ **NRS Table 2:** Students enrolled in a class in the entered fiscal year with complete records (including minimum 12 hours of instruction) will be counted in the Table. The Age Group shall be determined by calculating the number of months between the student's birth date from the higher of July 1 of the entered year or the student's intake date, dividing by 12 and truncating to the number of years (zero decimal places).
- ❑ **NRS Table 3:** Students enrolled in a class in the entered fiscal year with complete records (including minimum 12 hours of instruction) will be counted in the Table. The Age Group shall be determined by calculating the number of months between the student's birth date from the higher of July 1 of the entered year or the student's intake date, dividing by 12 and truncating to the number of years (zero decimal places). Program Type shall be the derived from the student's final educational functioning level for the entered fiscal year. The total in Column G should equal the total in Column N of Table 1. The total in Columns B-F should equal the totals for the corresponding rows in Column N of Table 2 and the total in Column N of Table 1.
- ❑ **NRS Table 4:** Students enrolled in a class in the entered fiscal year with complete records (including minimum 12 hours of instruction) will be counted in the Table. Entering Educational Functioning Level shall be the derived from the student's first educational functioning level for the entered fiscal year if based on a Pre-test or the student's last educational functioning level for the previous fiscal year if no pre-test exists for the fiscal year. Total Number Enrolled (Column B) shall be a count of the students enrolled in one or more classes marked for the entered fiscal year. The total in Column B should equal the total in Column N of Table 1. Only students counted in Column B shall be included in counts for other columns. Total attendance hours (Column C) shall be the sum of hours instructed in a class marked for the entered fiscal year for students counted in Column B. Number Completed Level (Column D) shall be a count of the students who began at the identified level and have a second record in the entered fiscal year with a higher value. Number who completed a Level and Advanced One or More Levels (Column E) shall be a count of the students who began at the identified level and have a second record in the entered fiscal year with a higher value and do not have an exit date prior to the end of the entered fiscal year. Number Separated Before Completion (Column F) shall be a count of those students who began at the identified level, are marked as Separated Before Completed in the AE\_Student table or have an Exit Date (prior to the end of the entered fiscal year) on the AE\_Student table and do not have a record in the entered fiscal year with a higher



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value. Number Remained Within Level (Column G) shall be a count of those students who began at the identified level, are not marked as Separated Before Completed, do not have an Exit Date (prior to the end of the entered fiscal year) and do not have a record in the entered fiscal year with a higher value. The sum of Columns D, F, and G on each line should equal the value in Column B of the line. Percentage Completing Level shall be the Number Completed Level (Column D) divided by Total Number Enrolled (Column B) multiplied by 100 followed by a percent (%) symbol.

- ❑ **NRS Table 5:** Students enrolled in a class in the entered fiscal year with complete records (including minimum 12 hours of instruction in the fiscal year) will be counted in the Table. Number of Participants For “Entered Employment” (Row 1, Column B) shall be the number of students who were unemployed at entry (using employment status on AE\_Student), who set a goal of obtaining employment during the entered fiscal year and have an Exit date during the entered fiscal year. Number of Participants For “Retained Employment” (Row 2, Column B) shall be the number of students who were unemployed at entry, who set a goal of obtaining employment during the entered fiscal year, have an Exit date during the first half of the entered fiscal year (before December 31) and met the goal of obtaining employment within 92 days of exiting *plus* the number of students who were employed at entry, who set a goal of retaining employment during the entered fiscal year and have an Exit date during the first half of the entered fiscal year (before December 31). Number of Participants For “Obtained a GED or Secondary School Diploma” (Row 3, Column B) shall be the number of students who set a goal of obtaining a GED during the entered fiscal year and have an Exit date during the entered fiscal year. Number of Participants For “Entered Postsecondary Education or Training” (Row 4, Column B) shall be the number of students who set a goal of placing in post-secondary education during the entered fiscal year and have an Exit date during the entered fiscal year. Columns C, D, E, F, and G shall be displayed but not populated since surveying/data matching will be conducted outside of this application.
- ❑ **NRS Table 6:** Students enrolled in a class in the entered fiscal year with complete records (including minimum 12 hours of instruction in the fiscal year) will be counted in the Table. Number (Column B) will be derived counts.
- ❑ **NRS Table 7:** Total Number of Part-time Personnel shall be the number of personnel identified as part-time and either associated with an agency (determined using school.staff\_ed\_agency) or instructing classes in the entered fiscal year that are associated with an agency. Total Number of Full-time Personnel shall be the number of personnel identified as full-time and either associated with an agency or instructing classes in the entered fiscal year that are associated with an agency. Unpaid Volunteers shall be the number of personnel identified as volunteers and either associated with an agency or instructing classes in the entered fiscal year that are associated with an agency. Local Tutors should not be shown on this report.

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**NRS Table 8:** Only students enrolled in a Family Literacy Program as determined by the participation\_status and enrolled in a class in the entered fiscal year with complete records (including minimum 12 hours of instruction in the fiscal year) will be counted in the Table. Number of Participants for “Completed an Educational Functioning Level” (Row 1, Column B) shall be a count of the students enrolled in a Family Literacy Program. Number of Participants For “Entered Employment” (Row 2, Column B) shall be the number of students who were unemployed at entry(using employment status on AE\_Student), who set a goal of obtaining employment during the entered fiscal year and have an Exit date during the entered fiscal year. Number of Participants For “Retained Employment” (Row 3, Column B) shall be the number of students who were unemployed at entry, who set a goal of obtaining employment during the entered fiscal year, have an Exit date during the first half of the entered fiscal year (before December 31) and met the goal of obtaining employment within 92 days of exiting *plus* the number of students who were employed at entry, who set a goal of retaining employment during the entered fiscal year and have an Exit date during the first half of the entered fiscal year (before December 31). Number of Participants For “Obtained a GED or Secondary School Diploma” (Row 4, Column B) shall be the number of students who set a goal of obtaining a GED during the entered fiscal year and have an Exit date during the entered fiscal year. Number of Participants For “Entered Postsecondary Education or Training” (Row 5, Column B) shall be the number of students who set a goal of placing in post-secondary education during the entered fiscal year and have an Exit date during the entered fiscal year. Rows 6 and 7 shall be displayed but not populated since these goals are not being collected. Columns C, D, E, F, and G shall be displayed but not populated since surveying/data matching will be conducted outside of this application.

**NRS Table 9:** Only students enrolled in a Workplace Literacy Program and enrolled in a class in the entered fiscal year with complete records (including minimum 12 hours of instruction in the fiscal year) will be counted in the Table. Number of Participants for “Completed an Educational Functioning Level” (Row 1, Column B) shall be a count of the students enrolled in a Workplace Literacy Program. Number of Participants For “Entered Employment” (Row 2, Column B) shall be the number of students who were unemployed at entry, who set a goal of obtaining employment during the entered fiscal year and have an Exit date during the entered fiscal year. Number of Participants For “Retained Employment” (Row 3, Column B) shall be the number of students who were unemployed at entry, who set a goal of obtaining employment during the entered fiscal year, have an Exit date during the first half of the entered fiscal year (before December 31) and met the goal of obtaining employment within 92 days of exiting *plus* the number of students who were employed at entry, who set a goal of retaining employment during the entered fiscal year and have an Exit date during the first half of the entered fiscal year (before December 31). Number of Participants For “Obtained a GED or Secondary School Diploma” (Row 4, Column B) shall be the number of students who set a goal of obtaining a GED during the entered fiscal year and have an Exit date during the entered fiscal year. Number of Participants For “Entered Postsecondary Education or Training”

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(Row 5, Column B) shall be the number of students who set a goal of placing in post-secondary education during the entered fiscal year and have an Exit date during the entered fiscal year. Columns C, D, E, F, and G shall be displayed but not populated since surveying/data matching will be conducted outside of this application.

**NRS Table 10:** Only students enrolled in a Correction Facility or Community Correctional Program and enrolled in a class in the entered fiscal year with complete records (including minimum 12 hours of instruction in the fiscal year) will be counted in the Table. Number of Participants for “Completed an Educational Functioning Level” (Row 1, Column B) shall be a count of the students enrolled in a Correction Facility or Community Correctional Program. Number of Participants For “Entered Employment” (Row 2, Column B) shall be the number of students who were unemployed at entry, who set a goal of obtaining employment during the entered fiscal year and have an Exit date during the entered fiscal year. Number of Participants For “Retained Employment” (Row 3, Column B) shall be the number of students who were unemployed at entry, who set a goal of obtaining employment during the entered fiscal year, have an Exit date during the first half of the entered fiscal year (before December 31) and met the goal of obtaining employment within 92 days of exiting *plus* the number of students who were employed at entry, who set a goal of retaining employment during the entered fiscal year and have an Exit date during the first half of the entered fiscal year (before December 31). Number of Participants For “Obtained a GED or Secondary School Diploma” (Row 4, Column B) shall be the number of students who set a goal of obtaining a GED during the entered fiscal year and have an Exit date during the entered fiscal year. Number of Participants For “Entered Post-secondary Education or Training” (Row 5, Column B) shall be the number of students who set a goal of placing in post-secondary education during the entered fiscal year and have an Exit date during the entered fiscal year. Columns C, D, E, F, and G shall be displayed but not populated since surveying/data matching will be conducted outside of this application.

- ❑ **Virginia State Report:** Students enrolled in a class in the entered fiscal year with complete records (including minimum 12 hours of instruction in the fiscal year) will be counted in the Table.

For each row:

Number of learners Enrolled... (Column A) shall be a count of the students who set the goal during the entered fiscal year. Number of learners who left... (Column B) shall be a count of the students who set the goal during the entered fiscal year and have an Exit date during the entered fiscal year. Number of learners who left and attained credential (Column C) shall be a count of the students who set and met the goal during the entered fiscal year and have an Exit date during the entered fiscal year. Percent of Learners... (Column D) shall be the value in column C divided by the value in column A multiplied by 100.

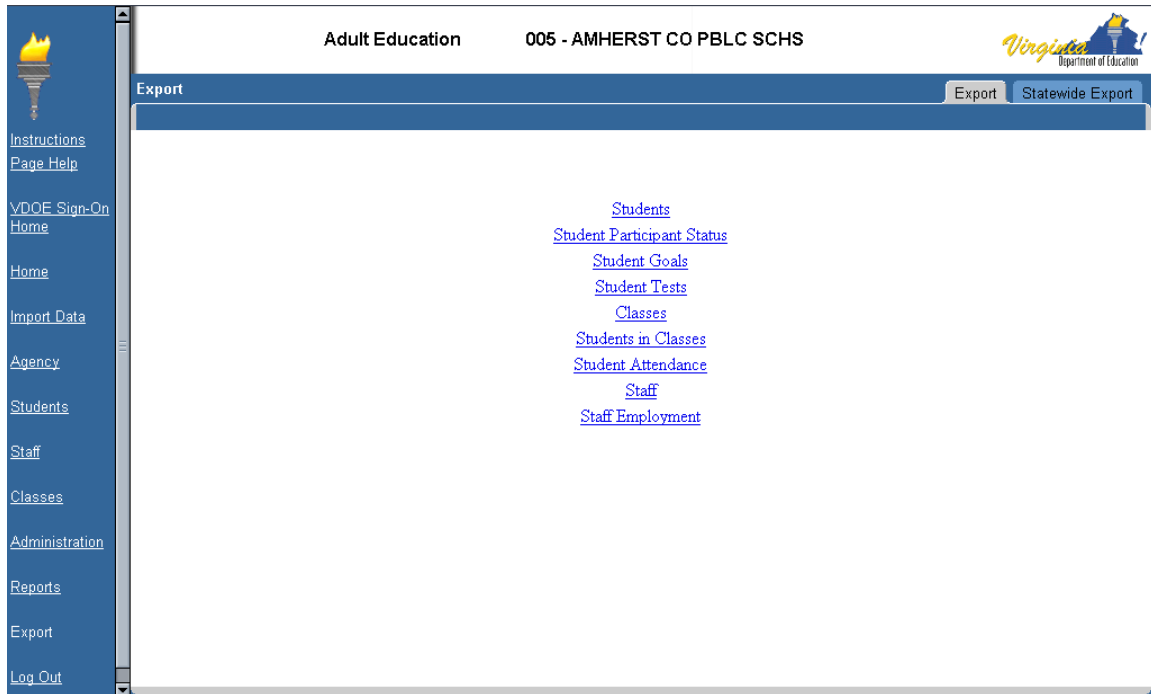
- ❑ **Agency Report:** This report will display information found on the **Agency Web** page.

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## Export

The Adult Ed Web application provides the capability to build additional reports in Excel or Access using the **Export** feature. Click on the [Export](#) button to access the export menu. The Web Page in **Figure 35** will display:



**Figure 35**

You can now create reports on the following information:

Students  
Student Participant Status  
Student Goals  
Student Tests  
Classes  
Students in Classes  
Student Attendance  
Staff  
Staff Employment

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Click on any of these links to begin downloading the report. The following Web page in Figure 36 will display:



**Figure 36**

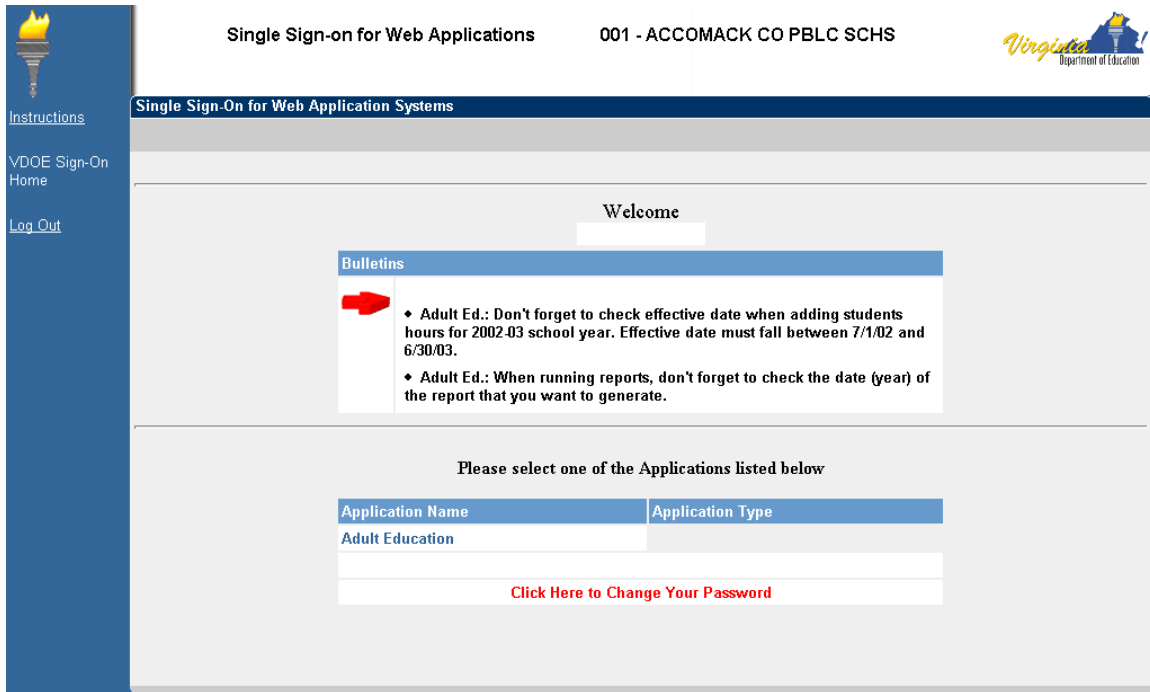
Follow the directions for your Operating System to download and save your exported file (the file can be saved to any folder or to your desktop, as you choose). The saved file can be renamed before it is saved, but leave the file type as .txt.

The file can be opened using Microsoft Excel; Start Excel, and then open the file from the folder or desktop where it has been saved. A standard Excel process, called a “wizard” will walk you through opening the file. Simply select Next at each step and the file will be opened.

# Virginia Department of Education Adult Education Web-based Student Data System Users Guide

## Logging Out

Click on the [Return to VDOE Sign-On Home](#) link on the application Web page (see **Figure 37**) to return to the Sign-On Home Page (your menu).



**Figure 37**

If no other activity is needed, click on the [Log Out](#) link to sign-off, or shutdown your browser.